

Department of Technology Services – Administrative Transition Team			
Sub-Team: HR/Training		Sub-Team Chair: Larene Wyss	
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Project Objective Statement (Scoping Statement)			
<p>The HR subteam is tasked with developing and defining all aspects of HR and training within the Dept. of Technology Services. The scope of this team includes the following:</p> <ol style="list-style-type: none"> 1) Develop HR-related policies and procedures that will be compiled into a single document as a reference for employees. 2) Develop staffing policies and procedures, including recruitment, retention, terminations 3) Develop performance management criteria and tools 4) Define requirements that need to be in place so that DTS will be compliant with federal and state employment laws and DHRM rules. 5) Ensure employee benefits and compensation issues are addressed and resolve any issues that need to be in place prior to the transition 6) Define requirements, funding and methods for creating a successful training program for DTS 			

Task Name	Brief Description	Start Date	End Date	Comments
HR Policies & Procedures	Evaluate policies of other agencies, decide which ones we want, adjust them to our needs, and communicate the policies to employees			
Staffing	Define procedures for all aspects of recruitment, retention and terminations, including standard personnel files, HRE forms, recruitment interview packet, employee verifications, background checks and fingerprinting, testing tools, new employee orientation, and exit interview forms.			
Performance Management	Develop performance management criteria and tools. Includes performance plans, performance evaluations, employee development, career mobility, disciplinary and corrective actions. Obtain list of employees currently on disciplinary or corrective action. Grievance procedures			
Workers Comp & Unemployment	Work with Finance and Risk Management to get rates established and account numbers. Put in place procedure for 1 st report of injury			
Compensation	Analyze equity within the new organization, OT election agreements, overtime year (PP 26), incentive award policy and nomination form to be used, policy on ASI's, facilitating offer letter and incentive awards for Schedule AT			
Employment Laws	Ensure compliance with FLSA, FMLA, USERRA, ADA, Unlawful Harassment, Employment Discrimination, EEO, Drug-Free Workplace, DHRM Rule	A		

Classification	Ensure proper classification for employees coming to DTS, assist agencies in reclassifying employees remaining with them, develop position descriptions for DTS employees.			
Benefits	Resolve issues with DTS employees on Travelers and Public Safety Retirement, Eco Passes, benefits for Schedule AT, EAP, ensure new enrollment forms are completed for employees moving to non-contributory plan			

Training (Admin training Only – technical training will not be an HR responsibility)

Organization	Mission statement, policy and procedure for program, bi-annual review of programs, upper management support of program, training budget, staffing.			
Pre-Analysis	Determine what training is required via needs analysis, cost benefit analysis among the different methods, employee skills-gap, career development, and mentoring.			
Facilities	Available training facilities, equipment purchase, installation and maintenance.			
Operations	Operational issues will change depending on if in-house instruction is used and DITS employ training/instructional staff, or if training will be outsourced, or a combination. This deals with course curriculum, materials, standardization, scheduling, training methods and definition, etc.			

Marketing	Marketing will change depending on if in-house instruction is used, or outsourcing. Marketing will be more vigorous if in-house methods are used.			
HR-Related Training	Covers all human resource related training such as, new employee orientation, sexual harassment, liability management, supervisory training, instructor certification.			
Analysis	Training program statistical analysis, student evaluation of training, training tracking program.			